

A.D. 3.5, Correctional General Welfare Fund

Prepared for signature 2/21/03 - effective 3/5/03

1. Policy. It is the policy of the Department of Correction to maintain a Correctional General Welfare Fund. The fund shall be used for the benefit of inmates by purchasing goods and services that exceed those required for the basic care and custody of inmates.
2. Authority and Reference.
 - A. Connecticut General Statutes Sections 4-32, 4-33, 4-56a, 4-57, 4-57a, 4-58, 18-81 and 18-85.
 - B. Office of the State Comptroller, Policy Services Division, Accounting Procedures Manual, Activity and Welfare Funds.
 - C. State of Connecticut, Office of the State Comptroller, State Accounting Manual.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4044.
 - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-1B-18.
 - F. Administrative Directives 3.2, Handling of Funds; 3.3, Procurement; and 3.4, Inventory Control.
3. Programmatic Responsibility. Each Unit Administrator shall control and monitor the programmatic use of welfare funds available to the facility.
4. Budget. The Director of Fiscal Services shall prepare a fiscal year budget based on the availability of cash in the fund on June 30 for the coming year, and forward the available amount for each facility to the Unit Administrator. Each Unit Administrator shall recommend line-item facility budgets based on the available funds. The Director of Fiscal Services shall review the requested budget and modify as necessary. The budget recommended by the Director of Fiscal Services shall be forwarded to the Office of the State Comptroller for approval.
5. Deposits. All monies belonging to the fund must be deposited within 24 hours of receipt in accordance with Administrative Directive 3.2, Handling of Funds.
6. Purchases. All procurements using Welfare funds shall be requested and processed in accordance with Administrative Directive 3.3, Procurement, and fiscal procedures as established by the Director of Fiscal Services.
7. Permissible Expenditures. The fund shall normally be used to expand services which benefit the most inmates, rather than for an individual inmate. However, any request for a non-routine expenditure for a small group of inmates shall be at the discretion of the Commissioner. The Director of Fiscal Services shall review any requested items or service to insure that they are consistent with departmental standards. Welfare funds shall not be used for (1) comfort kits; (2) maintenance supplies; (3) general repair items; or (4) recreation items for use by staff.
8. Receipt. The delivery of items and services shall require verification by facility staff for quantity, description, and condition of product.

9. Inventory. Controllable items and equipment purchased with Welfare Funds shall be subject to the same controls and procedures as all other agency property, in accordance with Administrative Directive 3.4, Inventory Control.
10. Disbursements. All disbursements from the Welfare Fund shall be processed by Fiscal Services and supported by appropriate documentation of goods/services received.
11. Financial Records. Fiscal Services shall maintain financial records and submit reports in accordance with the Office of the Comptroller, Accounting Procedures Manual, Activity and Welfare Funds.
12. Monthly Reports. The following monthly reports shall be prepared by Fiscal Services and distributed to the appropriate Unit Administrator and respective Lead Warden:
 - A. Income Statement. An income statement shall include a detail listing of the revenues earned during the period, expenses incurred and net income/loss.
 - B. Balance Sheet. The balance sheet shall show the financial position of the fund on a specific date. Financial position is shown by listing the assets of the fund, liabilities and equity.
13. Exceptions. Any exception to the procedures in this Administrative Directive shall require the prior written approval of the Commissioner.